

## **Article 8**

### **EMPLOYEE COUNSELING**

- A. Informal Counseling. Informal counseling may be undertaken when, in the discretion of the Employer, it is deemed necessary to improve performance, instruct the unit employee and/or attempt to avoid the need for disciplinary measures. Informal counseling will not be recorded in the unit employee's personnel file. Informal counseling shall not be subject to the grievance procedure.
- B. Formal Counseling. When, in the judgment of the Employer, formal counseling is necessary, it may be conducted by the immediate supervisor. When practicable under the circumstances, the employee will receive advance notice that formal counseling will be issued. Formal counseling may include a review of applicable standards and policies, actions which are expected to be taken by the unit employee to improve performance and/or conduct, and a reasonable time period established for correction and review.
1. A narrative description of formal counseling will be prepared, on a record of counseling form, a copy of which shall be given to the unit employee, and a copy kept in the unit employee's personnel file.
  2. The unit employee shall be required to sign for receipt of the record of counseling, but signature indicates only awareness of the existence of the record, not specific agreement with the contents.
  3. The unit employee shall have no right to be represented during formal counseling.
  4. Formal counseling is not grievable beyond Step Two of the grievance procedure.
- C. There shall be no requirement that the use of either informal or formal counseling shall be a condition precedent to the Employer's use of disciplinary action.